

<p>CESO</p> <p>Office Memorandum No. 385-1-41</p>	<p>Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000</p>	<p>OM 385-1-41</p> <p>5 May 88</p>
	<p>Safety</p> <p>GENERAL POLICIES AND RESPONSIBILITIES</p>	
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CEEC-S

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

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Memorandum
No. 385-1-41

5 May 88

Safety
GENERAL POLICIES AND RESPONSIBILITIES

1. Purpose. This regulation provides guidance for implementation and administration of the safety and occupational health program for the Headquarters Office, US Army Corps of Engineers, Casimir Pulaski Building.

2. Applicability. This regulation is applicable to all USACE/OCE activities located in the Pulaski Building. USACE elements located at the Fort Belvoir complex will receive safety services through the HECSA Central Safety Office. The ACE Office, located at the Pentagon, will comply (except for accident reporting) with the Pentagon Building safety and health program.

3. References.

a. 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

b. EO 12196, Occupational Safety and Health Program for Federal Employees.

c. AR 95-1, General Provisions and Flight Regulations.

d. AR 385-10, Army Safety Program and OCE Supplement 1.

e. AR 385-40, Accident Reporting and Records and OCE Supplement 1.

f. AR 690-500. Position Classification Pay and Allowances.

g. ER 95-1-1, Control and Use of Aircraft.

h. ER 385-1-40, Occupational Health Program.

i. EM 385-1-1, Safety and Health Requirements Manual.

4. Policy. To plan, design, organize and administer, for headquarters elements, a safety and occupational health program to prevent, reduce and/or control accident losses.

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5. General.

a. This Safety and Occupational Health Program document provides guidance for the control of accidents, unsafe acts and unsafe/unhealthful working conditions involving military personnel, civilian employees, contractor employees and public visitors to HQUSACE, Pulaski Building in cooperation with the DoD Building Manager.

b. All activities will comply with applicable sections of 29 CFR, Part 1960 and EM 385-1-1, Safety and Health Requirements Manual. Where requirements are not specifically indicated or otherwise directed, nationally recognized safety, health and fire prevention codes and standards, as well as applicable federal, state and local codes, will be applied.

c. All echelons of management and supervision will use prudent means to protect employees, equipment and the public by eliminating or effectively controlling physical conditions and actions of personnel which may result in injuries/illnesses.

6. Responsibilities.

a. Chief, Operating Personnel Offices

(1) Insures that safety training is included in initial employee safety orientation and supervisory training programs in coordination with Safety and Occupational Health Division.

(2) Insures that supervisors are advised of any physical limitations of candidates for assignment. Assures that new hires are assigned to positions for which they meet physical qualifications of the job.

(3) Administers the Office of Workers' Compensation Program. Coordinates such information with the Safety and Occupational Health Division for planning purposes.

(4) Administers provisions of laws and regulations applicable to Government employees injured in the line of duty.

(5) Furnishes CEEC-S copies of Federal Employees' Notices of Traumatic Injury and claims for Continuation of Pay/Compensation (CA-1) and Federal Employee's Notice of Occupational Disease and Claim for Compensation (CA-2) Forms reported by USACE employees within five workdays.

b. Occupational Health Nurse.

(1) Provides first aid services within the Pulaski Building.

(2) Maintains medical treatment logs of injuries to USACE employees and furnished CEEC-S copies of the log monthly.

(3) Provides Injury Records (CH-4 Forms) to USACE Personnel for necessary processing.

(4) Performs medical screening for new employees and maintains a Medical History Card to facilitate emergency treatment.

c. Building Manager. The DoD Building Manager is responsible for providing a safe and healthful workspace for occupant agencies and the general public in DoD controlled or occupied space. He is responsible for the Fire Protection and Emergency Evacuation of employees within the Pulaski Building insofar as their safety may be affected by the structure or by activities required for the maintenance and operation of the building in accordance with the Building Occupant Emergency Plan (OEP).

d. Supply Management Division (CELD-S). CELD-S will insure that safety training is provided to their personnel and that precautions are taken for material handling, storing and use of hazardous chemicals and products. Serves as coordinator with the Building Administrator for the correction and/or control of recognized hazards.

e. Directors and Supervisors.

(1) Provide for implementation, enforcement and/or compliance with applicable Safety and Occupational Health Standards for all functions and activities under their jurisdiction. Orient new employees on safety requirements and require subordinate supervisors to enforce safety standards in their environment.

(2) Insures that unsafe or unhealthful working conditions are reported and corrected.

(3) Establishes physical requirements for positions and include statements in job description of any stringent physical requirement necessary for performance of duty.

(4) Directs all injured employees to report promptly, when injuries permit, to the Occupational Health Nurse for first aid and provide necessary paper work to the Personnel Office for processing.

(5) Insures that all new USACE employees report to the Occupational Health Nurse to complete a Patient Information for Treatment Record (CH-21 Form) to provide basic information in the event of a health emergency.

(6) Insures that Safety and Occupational Health are identified as major job elements in performance standards of supervisor's positions

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in accordance with AR-690-500, para 3-3e(2)b to identify responsibilities to enforce safety and occupational health standards.

(7) Insures that immediate notification, in accordance with reference 3c, above is reported to (CEEC-S), Pulaski Building, Room 7120, extension 20091, of any mishap resulting in any of the following:

(a) Fatality, injury, occupational illness, or property damage which occurs in the course use of duty of an employee.

(b) Any accident, regardless of the consequences, if it is suspected that it will result in unfavorable criticism of the Corps or the Army.

(8) Directs injured employees to report to the Health Nurse for first aid.

(9) Report to CEEC-S-P on Eng Form 3394, (US Army Corps of Engineers Accident Investigation Report) all injuries to employees that result in lost time, property damage exceeding \$700 or if medical expense is incurred.

(10) Assesses special needs of handicapped employees to the maximum extent practicable to eliminate environmental obstacles which threaten employee health and safety.

f. Employees.

(1) Employees will perform their duties in a manner that will not endanger themselves or others or cause damage to property. This will include strict conformance to all safety rules and regulations.

(2) Employees will immediately report unsafe conditions, unsafe work practiced, injuries and/or accidents to their supervisors.

(3) Employees are required to report all injuries immediately to their supervisors and obtain first aid as required and/or directed.

(4) All employees are required to complete a Patient Information for Treatment Record (CH-2 Form), available from the Occupational Health Nurse, to provide basic information in the event of a health emergency.

(5) Insures that supervisors are advised of any physical limitations.

g. Safety and Occupational Health Division.

(1) Serves as the staff office and advisor for all safety

and occupational health matters for the Chief of Engineers.

(2) In an advisory capacity, assists managers in planning and administering safety and occupational health programs.

(3) Receives, maintains and controls accident experience records and serves as the office of record for accident files.

(4) Reviews and evaluates for the Chief of Engineers safety effort and effectiveness of Directorate managers related to their activities and operations.

(5) Conducts progressive research to prevent, reduce or control lost-time incidents.

(6) Conducts safety surveys of high risk activity or locations, e.g., aviation, photo lab, and heavy equipment operation.

7. Program Elements.

a. Safety Training

(1) All new employees will be given a formal safety indoctrination scheduled by the Personnel Office.

(2) Technical safety training for selected personnel will be provided through a coordinated effort between appropriate supervisors, personnel and the Safety and Occupational Health Division.

(3) Training and qualification of air crew and maintenance personnel assigned to Corps controlled aviation activities are governed by AR 95-1 for military and ER 95-1-1 for civilian.

b. Safety and Occupational Health Committee. HQUSACE will maintain a Safety and Occupational Health Committee composed of management and operating personnel. Safety meetings will be held at least semiannually to review mishap experience, discuss significant safety problems, changes in safety and health standards or regulations and to exchange ideas between activities. Directorates and separate offices will appoint safety representatives who will conduct annual workplace inspections. Inspectors will complete inspection forms and provide copies to CEEC-S. Workplaces identified as hazardous will be inspected by CEEC-S.

c. Safety and Occupational Health for Federal Employees.

(1) 29 CFR 1960, dated October 1980, requires the head of each agency to furnish employees places and conditions of employment that are free from recognized hazards which are causing or likely to cause death or serious

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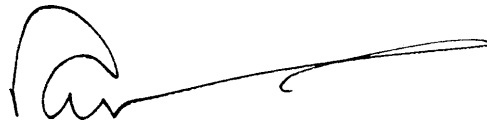
physical harm.

(2) A Department of Defense poster, (DD 2272 Form) titled "Occupational Safety and Health Protection Program", will be posted above each water fountain in the Pulaski Building.

d. Reports of Unsafe or Unhealthful Working Conditions. As part of the safety program, each supervisor will develop, in accordance with guidance contained in AR 385-10, OCE Supplement 1, a system for reporting and correcting unsafe or unhealthful working conditions.

8. Employee Suggestions. All employees will be encouraged to use the suggestion program for safety considerations. Suggestions for awards may be submitted through the incentive awards program. Aviation awards will be submitted IAW AR 385-10.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'Pat M. Stevens IV', with a long, sweeping horizontal stroke extending to the right.

PAT M. STEVENS IV
Colonel, Corps of Engineers
Chief of Staff